



# SIERRA COLLEGE MENTOR NETWORK

**FIND LOCAL PROFESSIONALS IN YOUR CAREER FIELD BY  
USING THIS TOOL!**

## **Types of Opportunities**

**Informational Interview.** Meet with and talk to a professional in your potential career area. The best resource about a career is from someone who is doing it. Plan for ½ hour to one hour for the meeting. DO NOT ask for a job during this meeting—it is for information gathering only.

**Job Shadow.** Spend part of or a whole day “shadowing” a professional in your potential career area. This opportunity exposes you to many people in the workplace, gives you a feel for the place of business and provides you a chance to observe the different types of daily activities. You may be included in all or some of the activities—be flexible.

## **First, Register on Sierra Job Link**

1. Go to [www.collegecentral.com/sierracollege](http://www.collegecentral.com/sierracollege)
2. Click the “Students” icon
3. Click the “Create Account” button on the right-hand side
4. Enter your student ID # for your User ID. You choose your password
5. Enter your information in all required fields. Click the blue “Submit Information” button

## **Next, Search for Mentors!**

1. Go to [www.collegecentral.com/sierracollege](http://www.collegecentral.com/sierracollege)
2. Click on the “Students” icon
3. Enter your Sierra Job Link User ID and Password
4. Select Career Mentoring Network on the left-hand side
5. Enter your search criteria (fewer search criteria will likely yield more results)
6. Press “Begin Search”

You can now search for mentors in the career field of your choice and contact them via e-mail!

## **If you do not find anyone with whom you’d like to connect, explore the following options:**

- Network with friends, family, instructors and other students
- Search using Google for local businesses/organizations related to your field
- Use LinkedIn to search for professionals in a specific industry

**SIERRA COLLEGE CAREER AND TRANSFER CONNECTIONS**  
**SIERRACOLLEGE.EDU/CTC, 916.660.7481, CTC@SIERRACOLLEGE.EDU**



## Sample Contact Script:

"Hello, my name is \_\_\_\_\_.

I am a student at Sierra College.

I am calling (writing) regarding the \_\_\_\_\_ opportunity with you.

I have an interest in \_\_\_\_\_.

Do you have time to arrange this meeting right now?"

If yes, proceed with the conversation (arrange time to meet, etc.) Be sure to ask what appropriate dress would be and get directions and parking information.

**If not, ask:** "When would be a good time to call back?"

**Via email:** You could propose a few days/times or ask them to do the same.

## Sample Questions:

1. How did you get started in this job?
2. What training or education did you have before beginning this job?
3. What skills, training, education, and experience are necessary to enter this field today?
4. Where is the best place to get training necessary for this field?
5. Is this industry headed in any new directions?
6. What do you see as the employment outlook for this type of job in the next five years?
7. How has your job changed since you first started working here?
8. What are your responsibilities?
9. What is the earning potential in this field? (DO NOT ask how much the person makes!)
10. What do you LIKE about your job?
11. What is the most difficult aspect of your job?
12. What advice do you have for someone interested in training for this career?
13. As a student, what could I be doing NOW that might help me prepare for this career?
14. Is there someone else in this field you would recommend me to contact?
15. Write down two of your own questions before your interview!

Question #1: \_\_\_\_\_

Question #2: \_\_\_\_\_

## HELPFUL TIP:

**Be sure to bring pen and paper, dress appropriately, have questions prepared (see above), get a business card and write a thank you note immediately after your meeting.**